



MINUTES

Committee of the Whole Meeting

Tuesday, September 8, 2026

The Minutes of the Committee of the Whole of the Town of Pasadena was duly held on Tuesday, September 8, 2026.

MEMBERS PRESENT: Mayor Darren Gardner
Deputy Mayor Terry Randell
Councillor Carla Brake
Councillor Brandon Hall
Councillor Kelli Lannon
Councillor Gary Bishop
Councillor Clare Dugill

ABSENT:

STAFF PRESENT: Brian Hudson, Chief Administrative Officer
Karen Spontaneo, Director of Finance and Administration
Carlson Way, Director of Engineering, Planning and Public Works
Wanda Wight, Director of Recreation and Community Services

LAND ACKNOWLEDGEMENT

"We respectfully acknowledge Pasadena as the ancestral homelands of the Mi'kmaq and Beothuk. Today, these lands are home to a diverse population of indigenous and other peoples. We would also like to acknowledge with respect the diverse histories and cultures of the Innu, Inuit, and Southern Inuit of this Province."

CALL TO ORDER

Mayor Gardner called the meeting to order at 6:46 p.m.

APPROVAL OF AGENDA

117-26 Bishop / Randell be it resolved that the agenda for September 8, 2026 be approved as presented.

In Favor: 7	Gardner, Randell, Brake, Hall, Lannon, Bishop, and Dugill
Opposed: 0	Resolution CARRIED.

APPROVAL OF MINUTES

118-26 Bishop / Lannon be it resolved that the minutes for the August 17, 2026 Regular Council meeting be approved as presented.

In Favor: 7	Gardner, Randell, Brake, Hall, Lannon, Bishop, and Dugill
Opposed: 0	Resolution CARRIED.

DEPARTMENTAL REPORTS

Economic Development (Councillor Lannon)

- Councillor Lannon provided a presentation on economic development, including suggestions for potential murals within the town and opportunities to partner with local businesses to support and promote community initiatives.

Finance & Administration

- Accounts Payable
 - Reviewed and discussed accounts payable listing.
- HR Employee Performance review
 - Discussed the need to implement an employee performance review process. It was also suggested that we reach out to other municipalities to learn whether they conduct annual employee performance reviews and, if so, to better understand how their review processes are structured and conducted.

Engineering, Planning & Public Works

- Summary of current projects
 - RTSF EV Bus
 - Discussed the possibility of purchasing an electric vehicle along with a gas/diesel-powered bus through this funding opportunity.
 - Increase WTP Nano Filtration Capacity (COs 1-3)
 - Contract has been signed with Cahill Technical Services to complete work to increase the water treatment plant's nano filtration.
 - MCW application (WTP Front-End Equipment Replacement)
 - Work is underway on the Municipal Capital Works application, with the application expected to be ready for submission the week of September 21, 2026.
 - Lakeshore/Tipping Sewer Forcemain
 - Project completed.
 - Tipping/Maxwell Watermain
 - Project completed.
 - Main Street Re-Surfacing
 - Tender to be issued this week.
 - Glide Path Park
 - Evaluating invited prices for the installation of a concrete pad for the pavilion.
 - Housing Accelerator Fund 2.0
 - Interest has been received from developers for both the Developer Grant and Secondary Suite Grant programs.
 - Outdoor Pool
 - A topographical drone site survey was completed to provide accurate site information and facilitate the design of the proposed outdoor pool.
 - ACOA-BCSF (Marina Day Park)
 - Mills & Wright Landscape Architecture Inc. will be providing the park design.
 - Tipping Drive Development
 - The previously submitted Tipping Drive Development proposal was discussed. Council directed the CAO and Director of Engineering, Planning and Public Works to meet with the proponent to further discuss the proposed development and design plans.
- DRA #18 - Bonnell Drive
 - Discussed responses received from the public regarding this development regulation amendment for rezoning.

119-26 Bishop / Hall be it resolved that the Town of Pasadena (Ultimate Recipient) acknowledges and accepts cost shared funding estimated at \$700,000.00 for a new firefighting vehicle. As the ultimate recipient, we acknowledge cost sharing on a 70/30 Provincial/Municipal ratio and the requirement to fund the GST/partial HST rebate.

In Favor: 7 Gardner, Randell, Brake, Hall, Lannon, Bishop, and Dugdill
Opposed: 0 Resolution CARRIED.

120-26 Bishop / Dugdill be it resolved that the Town of Pasadena confirms that it meets all requirements of Canada - Rural Transit Solution Fund Agreement and accepts, authorizes and endorses the project.

In Favor: 6 Gardner, Randell, Brake, Lannon, Bishop, and Dugdill
Opposed: 1 Hall. Resolution CARRIED.

121-26 Bishop / Lannon be it resolved that the Director of Engineering, Planning and Public Works be authorized to execute the Canada - Rural Transit Solutions Fund Agreement and any related documentation on behalf of the Town of Pasadena.

In Favor: 6 Gardner, Randell, Brake, Lannon, Bishop, and Dugdill
Opposed: 1 Hall. Resolution CARRIED.

The two resolutions above pertaining to the Canada–Rural Transit Solutions Fund were approved on the understanding that the town is eligible to purchase one gas/diesel-powered bus and one additional vehicle which must be electric.

Recreation & Community Services

- Summer / Fall Programming

- Summer programming concluded successfully last week and the department is now transitioning to fall programming and events.
- Pasadena Days Strawberry Festival
 - The 2026 Pasadena Days Strawberry Festival concluded August 8. Staff will review revenues, expenditures and overall results in September, with a summary to be presented at the October Committee of the Whole meeting to support 2027 budget planning.
- Jumping Pillow Update
 - The perimeter rope has been installed and the artificial turf around the jumping pillow has been replaced with sand as an added safety measure. Council's previous direction regarding general public use remains in effect.
- September Planning & Reporting
 - September will focus on budget reviews, summer program and grant reporting, and upcoming funding applications, including Active NL. An updated grant and funding summary will be presented at the October Committee of the Whole meeting.
- Economic Development

Councillor Hall left the meeting at 9:32 p.m.

CORRESPONDENCE

IN-CAMERA SESSION

- Discussed a human resources matter.

ADJOURNMENT

122-26 Dugdill / Bishop be it resolved that the meeting be adjourned at 9:47 p.m.

In Favor: 6
Opposed: 0

Gardner, Randell, Brake, Lannon, Bishop, and Dugdill
Resolution CARRIED.

Director of Finance and Administration

Mayor